



ANNOUNCEMENT FOR PROMOTIONAL TESTING
HEALTH PROGRAM AUDIT MANAGER II

Final Filing Date: **AUGUST 22, 2008**

Bulletin Release Date: August 8, 2008

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Care Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Care Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 324-1301
	Selection and Certification Section	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	MS 1300-1302	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **August 22, 2008**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during **October 2008** and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$5,614 - \$7,110 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: A Health Program Audit Manager II, Department of Health Care Services, is the second supervisory level in the Health Program Audit Manager series and is responsible for **either** (1) directing, through multiple subordinates, the audit program in a field office; **or** (2) a headquarters audit appeal, support or hearing operation; **or** (3) Department's internal audit functions.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by August 22, 2008, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

One year in the California state service performing the duties of a Health Program Audit Manager I, Department of Health Services, or a Health Program Auditor IV, Department of Health Services.

Or II

Experience: Five years of increasingly responsible professional health program accounting or auditing experience including at least two years supervising a variety of complex audits or financial examinations. (Experience in the California state service applied toward this requirement must include at least one year performing the duties in a class at a level of responsibility equivalent to Health Program Audit Manager I, Department of Health Services.) **and**

Education:

1. Equivalent to graduation from college with specialization in accounting; **or**
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law; **or**
 - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate grade reside institution including courses in elementary and advanced accounting, auditing and cost accounting, and three semester hours of business law.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. General auditing and accounting principles and procedures as it relates to the health delivery systems administered by the Department.
2. State and federal laws, rules, and regulations that govern health delivery systems administered by the Department of Health Care Services.
3. Departmental administrative policies, procedures, and goals.
4. Principles and practices of employee supervision, staff development, training, and employer-employee relations.
5. Principles, practices, and trends of public and business administration, including management and administrative services such as budget, personnel, management analysis, planning, or program evaluation.
6. Policy and procedures as they relate to departmental programs, audit practices and procedures and the formal/informal appeals process including the application of legal opinions, and court decisions.
7. Formal and informal aspects of the legislative process.
8. Departmental Equal Employment Opportunity objective and the managers role in meeting these objectives.

Ability to:

1. Apply accounting and auditing principles and procedures as used in the Department's various audit programs.
2. Apply the State and Federal rules, regulations, and principles which govern the conduct of audits or financial examinations of various programs overseen by the department.
3. Apply legal opinions, court decisions, and departmental policies and procedures in the conduct of audits or appeals proceedings.
4. Establish and maintain cooperative working relations with those contacted during the course of the work.
5. Analyze situations accurately, reason logically and adopt an effective course of action.
6. Effectively express facts and ideas to an individual or in a group setting.
7. Prepare clear, concise, and accurate reports, correspondence, and other job-related documents for various audiences.
8. Testify at hearings on disputed audit findings.
9. Plan, organize, and direct the work of staff engaged in conducting audits.
10. Develop the skills and abilities of subordinate staff.
11. Understand individual and group dynamics.
12. Effectively utilize interdisciplinary teams in the conduct of audit engagements.
13. Manage the audit programs personnel and training programs.
14. Take appropriate employee disciplinary actions.
15. Effectively contribute to the Department's Equal Employment Opportunity goals.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379